

BPA Questions and Answers

The following are questions received in past solicitation cycles. Thereafter, questions will post with a specific date as received from the offerors and responded to by the U.S. Probation Office. Offerors should consult this list of questions/answers prior to submitting their proposals. All questions will be posted/answered by Wednesday, July 27, 2016, at 5:00 p.m.

Q: What is involved with urinalysis collection?

A: The vendor must have male and female staff available the date and specific hours of each scheduled urine collection. The vendor can only perform same gender observed collection. Unobserved collection should occur only in rare circumstances, and the designated U.S. Probation Office contact should be notified in those instances. Only those collectors trained by the U.S. Probation Officer are permitted to collect specimens under the agreement. A day prior to each collection day, the U.S. Probation Office will e-mail the vendor a pdf document containing the Chain of Custody forms for each defendant/offender required to submit a urine specimen on that date, as well as a listing of those scheduled for testing. The vendor is responsible for printing the Chain of Custody forms on the provided paper and following the training procedures for the proper completion of the Chain of Custody form and observed urine collection. The U.S. Probation Office will provide the vendor with the necessary urinalysis collection materials (i.e. blank Chain of Custody forms, vials, specimen bags, and mailing labels which include the cost of shipping); however, the vendor is responsible for printer ink, gloves, cleaning agents, etc. Once the vendor collects the urine specimens, the vendor will either mail via U.S. Postal Service or hand deliver the specimens to the U.S. Probation Office in St. Louis where the in-house laboratory will test the specimens. Please see Statement of Work for additional requirements for urinalysis collection.

Q: Does the vendor have to maintain a call-in phone system for the urine collection?

A: No. The U.S. Probation Office maintains a phone number for the urine collection scheduled. It is the responsibility of the defendant/offender to call the phone line each day to ascertain whether the offender is required to report to the vendor to submit a urine specimen.

Q: Will the vendor know in advance on what days urine collection will occur?

A: Yes. The U.S. Probation Office will consult with the vendor each month in the scheduling of agreeable dates for urinalysis collection. The vendor must have days available in accordance with the local need specified in the Statement of Work. The ultimate discretion for the testing days remains with the U.S. Probation Office. The vendor must communicate a urine collection schedule with the U.S. Probation Office prior to the 23rd of each month.

Q: What is a sweat patch?

A: A patch worn on the skin used to detect the presence of drugs excreted through the body. They may detect drug use up to two days prior to application and are generally worn for seven to ten days. There is a website the vendor can access for sweat patch training and complete the certification test. Only those with the certification are approved to apply the sweat patch. The sweat patch involves a two part process – application during the initial visit and removal within 7-14 days. It should be noted that the vendor may only bill upon removal.

Q: I am in the process of leasing the office space I will be using to operate the contract out of, but I will not have it fully operational until I know if I acquired the contract. Will that be a problem?

A: Yes. According to Section M - Evaluation Factors for Award, on-sites will be conducted for those offeror's whose proposals are determined technically acceptable based on the criteria and meet the lowest price requirement. Section M specifically sets forth the items required regarding the site.

Q: When submitting and RFP, do I send you copies of the whole BPA that has been posted along with the completed attachments, or do I just send the attachments?

A: Submit proposals in accordance with the instructions set forth in Section L. For all proposals, an original and one (1) copy must be received in the U.S. Probation Office, 111 S. 10th Street, Ste. 2.325, St. Louis, Missouri 63102, no later than **3:00 p.m. on Wednesday, August 3, 2016**. Additionally, the vendor should not submit the proposal in a binder or with any form of binding. All copies must be originally signed. A copy of the Blanket Purchase Agreement, Clauses and

Terms of Agreement, should be retained by the vendor for their files as we will not be returning a copy to you.

Q: Is there a different format to complete RFPs other than PDF? We cannot enter information on the current format.

A: No, we do not have a version that is read/write for the RFP. In the PDF version, you can use the typewriter feature under tools to complete Sections A and B.

Q: I am interested in providing services under multiple BPAs. Do I need to submit a separate proposal, or can I indicate the BPAs of interest in a cover letter?

A: The vendor must submit a completed RFP for each BPA in which the vendor is interested. Each RFP references a specific catchment area. If the vendor has a site in more than one catchment area, the vendor must respond and submit a completed RFP packet for each appropriate corresponding BPA number in which that vendor is interested in providing services.

Q: Will an IRS Form 1099 now be provided verifying income at the end of an approved year?

A: The Clerk of the District Court will send a 1099-MISC to vendors who are eligible to receive them. The expense must fall in the BOC range 2500-2599 (they provide some kind of contract service) and the Clerk's Office is required to send them only to those vendors who were paid \$600 or more. It also depends on the information provided on the W-9 or AO213 forms. If the vendor indicates on the forms that they are a corporation, then they are claiming to be exempt from a 1099 and the Clerk's Office would not send one.

Q: Is there a location where we can look at past proposals as an example to make sure we are completing correctly?

A: No, there are no examples to post. Section L of the solicitation document sets forth the instructions on completing a proposal.

Q: Am I supposed to write how I will provide each service I am submitting a price for as a statement of work along with the pricing?

A: Under Section L "Prices," the price you submit for a project code must take into consideration the requirements of the Statement of Work (as set forth in Section C) for each project code requested, as well as all terms and conditions of the contract, including local services, that relate to each service item. Please refer to Section L for the instructions and required attachments for submitting a complete proposal, which includes a Certification of Compliance Statement (Attachment A).

Q: We can provide the urine collections for many of these locations, but we do not provide substance abuse treatment. Does Section B require that the vendor provide both treatment and urine collection services or can one vendor provide treatment services and another vendor provide urine collection services?

A: A vendor must be capable of providing all services identified in Section "B," including local services identified at the end of Section C, and within the geographic area identified in Section "B." However, in accordance with Section I, a vendor can team with another agency in an effort to ensure the ability to provide all services requested in the Statement of Work. In accordance with Section I, "services that the vendor proposes to refer to other service providers shall be considered subcontracting." Please also reference the Section L requirements for subcontractors.

June 16, 2016

Q: For 0865-17-b34D, Jefferson County, can vendors bid only on the drug testing, or is it required that vendors be able to provide both Treatment and Drug Testing?

A: The vendor must be able to provide all services listed in the RFP. All RFP details will be posted on the website on or about July 1, 2016. Please also reference the question directly above.

July 6, 2016

Q: Will you be posting the "Rate Details per Unit for FY16 Treatment Services"?

A: No, the *Rate Details per Unit* will not be posted. The vendor is responsible for determining a competitive unit rate in accordance with fair market pricing. The vendor should consult the Statement of Work to understand the work requirements when determining the amount to charge for project codes.

July 14, 2016

Q: Is a fax number mandatory as most communications with the U.S. Probation Office are via electronic means?

A: If the vendor is able to ensure confidentiality of offender information and timely communication with the U.S. Probation Office via email, a fax number is not required. Please remember that the vendor shall comply with the HIPAA privacy rule Security Standards for the Protection of Electronic Protected Health Information set forth at 45 C.F.R. § 164.302 to 318 with regard to electronic information.

July 22, 2016

Q: How many clients on average will be served in St. Francois County for Sexual Offender Treatment per 0865-17-b41S?

A: Services requested by the U.S. Probation Office are measured in units rather than in the number of referred clients. In the Request for Proposal for Solicitation No.: 0865-17-b41S, the Estimated Monthly Quantities (EMQ) of units are listed on page 3. Each unit is defined underneath the EMQs for the respective project codes. For example, units can be defined as per 30 minute session, per day, per report, etc.